

Appendix A_eZ-Audit Requirements Matrix 04072004.xls

R20 Tag	Name	Requirement text	Release Schedule	Priority	Comments	Source
R20678	ADMIN STAY	The system will allow Co-Team leaders to place individual school group member submissions on admin stay.	2.x			2/24/2004 CCB
R20190	CODE	The system will provide a Screener User a left nav option to access the "Code Findings" page when viewing a submission.	2	H		
R20192	CODE	The system will allow the Co-Team leader to view the ?Code Findings? page for a submission in the ?Pending Assignment? queue.	2	H		
R20733	CORRESPONDENCE LOG	The system will provide a value in the correspondence log "type" dropdown list for "incomplete email sent."	2.x			3/23/2004 CCB
R20193	INC	The system will allow users to retrieve Incomplete Submissions using the "Search" Functionality.	2	H		
R20194	INC	The system will display Incomplete Submissions as view-only and non-assignable.	2	H		
R20195	INC	The system will label Incomplete Submissions as ?Incomplete? in the Search Results and on the Submission Summary page.	2	H		
R20196	INC	The system will create an "Incomplete Letter Report" for each submission marked Incomplete in QC that displays the items that were recorded as incompleteincorrect.	2	H	153 154	
R20197	INC	The system will allow a school user to view an "Incomplete Letter Report" for their institution.	2	H		
R20198	INC	The system will post a Notification to school user telling them that an "Incomplete Letter Report" has been posted for their Institution.	2	H		
R20199	INC	The system will display an automatic entry in the correspondence log for "incomplete letter posted/first incomplete notification email sent" when a submission is marked incomplete in QC and the Incomplete Letter is posted.	2	H		
R20200	INC	The system will record when an "Incomplete Letter Report" is viewed by a School User in the Correspondence Log.	2	H		
R20201	INC	The system will provide a Preview Page that allows the Case User to view an Incomplete Letter before it is finalized.	2	H	Initial Design	
R20202	INC	The system will allow QC User to view an Incomplete Letter.	2	H	Initial Design	
R20203	INC	The system will provide an "Incomplete" label in the Page Header of all incomplete submissions for Case view.	2	H	Initial Design	

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R20204	INC	The system will provide a Printer-Friendly Version of the Incomplete Submission Letter.	2	H	Initial Design	
R20205	INC	The system will allow case users to access an incomplete letter directly from Submission Summary.	2	H	Design Session	
R20206	INC	The system will provide a field on the QC page to allow the user to indicate if any attached PDFs are not viewable.	2	H	Initial Design. New field based on QC letter design.	
R20207	INC	The system will provide a field on the QC page to allow the QC user to enter comments that they want to display on an Incomplete letter.	2	H		
R20208	INC	The system will display revised Listbox values for existing QC fields "Area all required documents attached?" and "Are all required attachments properly presented?"	2	H	See Design Doc for listbox details.	
R20209	INC	The system will display "Resubmit" links to an Institution User for all incomplete submissions regardless of submission type.	2	H	Design Session	
R20210	INC	The system will send an email to Institution users to notify them when an incomplete letter is posted for a submission.	2	H	Design Session To: INS President, INS FAA, CA Contact Person, FS Contact Person	
R20638	INC	The system will send "follow-up" email messages to institutions with incomplete submissions to ask them to submit (1st at 15 days and 2nd at 30 days).	2.x	H		1/14/2004 CCB
R20639	INC	The system will cc the appropriate Co-Team Leaders on an incomplete notification email (on last attempt) based on the team of the Institution with the incomplete record.	2.x	H		1/14/2004 CCB (revised to include reference to team in 3/2/2004 CCB)
R20680	INC	The system will send follow-up email messages for both incomplete Annual and Non-Annual Submissions.	2.x			3/2/2004 CCB
R20681	INC	The system will send an "incomplete" e-mail to the Locator (the Financial Statement contact) and the individual members whose submissions were marked incomplete for an unconsolidated School Group with an incomplete submission.	2.x			3/2/2004 CCB
R20683	INC	The system will CC the eZ-Audit mailbox on all incomplete emails sent by the system.	2.x			3/2/2004 CCB

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R20692	INC	The system will display an "incomplete" notification on the INS home page to all schools in a School Group when a portion of a School Group submission is incomplete.	2.x			3/2/2004 CCB
R20693	INC	The system will display an Incomplete grid to all schools showing who has submitted and needs to resubmit for an incomplete school group submission.	2.x			3/2/2004 CCB
R20696	INC	The system will display text in the "Incomplete Letter" stating that a resubmission is due within ?15 calendar? days from the date of the letter.	2.x			3/9/2004 CCB
R20697	INC	The system will display "Submission Type," "FYE" (when applicable), and "Submit Date/Time" when referencing an incomplete submission in the Incomplete Letter.	2.x			3/9/2004 CCB
R20724	INC	The system will display a "contact information" grid on the Incomplete letter.	2.x			3/17/2004 CCB
R20647	INS	The system will provide language on the INS Submit page stating "If you do not have the Submit To ED button Submitter is not indicated as one of your user roles. Please see the Manage Users Section of Help."	2.x	H		1/21/2004 CCB (moved to 2.x in 3/2/2004 CCB)
R20684	INS	The correspondence log will cover multiple submissions in the event of a resubmission. The system will display entries for original submission/date and resubmission/date. All log entries will be copied over from the original incomplete submission to the resubmission.	2.x			3/2/2004 CCB
R20694	INS	The system will provide fields to capture contact name and contact email on the Financial Statement Info page for a Merger/CIO submission.	2.x			3/2/2004 CCB
R20695	INS	The system will prevent an Institution user accessing a resubmission until they choose to view their Incomplete letter.	2.x			3/2/2004 CCB
R20713	INS	The system will provide fields to capture CA and FS "contact phone number" with all Institution contact information.	2.x			3/17/2004 CCB

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R20 Tag	Name	Requirement text	Release Schedule	Priority	Comments	Source
R20725	INS	The system will display historical eZ-Audit submissions in the version of the screen they were submitted in.	GEN		Decided to implement a solution pre R 2.0 during 3/17 status meeting. (Previously agreed to handle as part of R 2.0 at the 3/9 meeting). Requirement should be added as "General" and maintained in the matrix for consideration at the beginning of any release planning phase.	3/23/2004 CCB
R20726	INS	The system will display appropriate QC values on the QC page based on the version of screens a submission is created in.	GEN		Decided to implement a solution pre R 2.0 during 3/17 status meeting. (Previously agreed to handle as part of R 2.0 at the 3/9 meeting). Requirement should be added as "General" and maintained in the matrix for consideration at the beginning of any release planning phase.	3/23/2004 CCB
R20391	INS - CHECKLIST	The system will provide an option on the checklist page to allow an Institution user to select "same" if they have the same contact info for both the compliance audit and financial statement.	2.x	H	Added 12302003. Needs new LOE.	
R20642	INSTITUTION	The system will automatically create a Correspondence Log entry for each "submission date."	2.x	H		1/14/2004 CCB
R20676	INTERFACE PEPS	The system will pull the following SG information from PEPS: Name, Two Year, Consolidation Indicator (Group Type), Locator Indicator	2.x		eZ-Audit will NOT need any other SG info.	2/24/2004 CCB
R20282	NAV	The system will provide left navigation on the Manage Auditor Info page to provide access to other Resolution options.	2	H		
R20283	NEW	The system will provide a field on Initial/Reinstatement Submissions to allow a School User to indicate the Schools FYE.	2	H	REMOVE current process that requires a school with no FYE to submit a change in FYE submission.	
R20284	NEW	The system will update a School's FYE when an Initial/Reinstatement Submission is resolved.	2	H	In based on requirement to incorporate change in FYE with InitialResubmission.	
R20376	NEW INSTITUTION	Change "Initial Application Submission" to "New Institution Submission" throughout the system (i.e. both Institution and Case).	2.x	H		Design Session. Revised during 3/2/2004 CCB.

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R20 Tag	Name	Requirement text	Release Schedule	Priority	Comments	Source
R20395	NEW INSTITUTION	The system will check for Initial/Reinstatement submissions to determine the correct Annual Submission Due Date for New Schools.	2.x	H	Per guidance received from Deborah Gooden on 1218 this requirement no longer applies. 1/29/04 - Decision on procedure is pending.	
R20625	NEW INSTITUTION	The system will require schools existing in system for more than (one or six, pending decision) months between PPA approval and FYE to submit a full Annual Submission (six or nine months after FYE based on type).	2.x	H		1/14/2004 CCB. Revised during 3/2/2004 CCB.
R20626	NEW INSTITUTION	The system will require schools existing in system for less than (one or six, pending decision) months between PPA approval and FYE to submit only a Financial Statement with their Annual Submission (six or nine months after FYE based on type).	2.x	H	There is an existing requirement that states "The system will check for InitialReinstatement submissions to determine the correct Annual Submission Due Date for New Schools (annual due following Fiscal Year after InitialReinstatement)." This requirement was not in scope for Release 2.0. Per previous guidance from Deborah Gooden, this requirement was considered N/A.	1/14/2004 CCB. Revised during 3/2/2004 CCB.
R20285	QC	The system will display separate areas in the QC queue to separate submissions where the QC needs to be completed and those where the QC needs to be submitted by an approver.	2	H		
R20623	QC	The system will permit a QC user to submit the QC page without completing required fields on the QC form when the answer to the question "Are all attached PDFs viewable?"	2	H	Added per change in 1/14/2004 CCB for moving the PDF question to the top of the page.	1/14/2004 CCB
R20286	RES	The system will display a "Resubmission Date" on the Submission Summary page.	2	H	Formerly Enhancement SIR # 924. Only populated if there was a resubmission.	
R20452	RESOLUTION AUDIT	The system will allow a Resolution User to record multiple ACDs for a Compliance Audit record.	2.x	H	For Amended ACD	
R20453	RESOLUTION AUDIT	The system will allow a Resolution User to record multiple DDIFs for a Compliance Audit record.	2.x	H		
R20685	RESOLUTION AUDIT	The system will allow an unlimited number of ACD/DDIF amendments.	2.x			3/2/2004 CCB
R20686	RESOLUTION AUDIT	The system will allow users to access all amended versions and original ACDs/DDIFs.	2.x			3/2/2004 CCB
R20687	RESOLUTION AUDIT	The system will include original creation date/time stamps and amended date/time stamps for Amended ACDs.	2.x			3/2/2004 CCB
R20688	RESOLUTION AUDIT	The system will allow analysts to create amended ACDs and new DDIFs after an original Audit Package has been archived.	2.x			3/2/2004 CCB

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R20689	RESOLUTION AUDIT	The system will require amended Resolution Packages to be sent to Co-Team Leads for approval before being archived.	2.x			3/2/2004 CCB
R20461	RESOLUTION CO-TEAM LEAD	The system will allow a Co-Team leader to perform a sort on the Co-Team Leader queues (Assign and Approve) by submission/record type.	2.x	H		Design Session. Revised per 3/2/2004 CCB
R20649	RESOLUTION CO-TEAM LEAD	The system will allow Co-Team leaders to view team submissions by assignee.	2.x			2/4/2004 CCB
R20477	RESOLUTION WAIVER/EXEMPTION	The system will provide a field on the Waiver Exemption Resolution page to capture the date the Waiver is withdrawn.	2.x	H		
R20478	RESOLUTION WAIVER/EXEMPTION	Remove Expried	2.x	H	Remove "Expired" field from Waiver Resolution page. Field serves no purpose - system knows when a waiver has expired.	
R20479	RESOLUTION WAIVER/EXEMPTION	The system will provide a field on the Waiver Exemption Resolution page to allow the resolution user to indicate a Waiver Exemption has been Rescinded.	2.x	H	Currently labeled Withdrawn.	
R20420	RESUBMISSION	The system will allow an Ins User access to change only the portions of a submission marked "Incomplete" by a QC user for a Resubmission.	2.x	H	FS CA Checklist Upload	
R20421	RESUBMISSION	The system will return only previously marked "Incomplete" portions of a Submission to the QC after a school has re-submitted.	2.x	H	Can only be implemented if requirement to only allow a school to access an "incomplete" section is implemented.	
R20287	SCH GRP	The system will set a CUC Group Submission to Resubmit when any of the Locator or Child records are marked "Incomplete" and after all are QC'd.	2	H		
R20288	SCH GRP	The system will allow Case Users to access all related attachments when viewing any portion of a CUC School Group submission.	2	H		
R20289	SCH GRP	The system will calculate the appropriate Due Date for school groups marked as "Two Year."	2	H		
R20290	SCH GRP	For both School Group types the system will provide required fields on the FS data entry page to capture the 90/10 Revenue Attestation for all schools in the group by OPEID for Proprietary School Groups.	2	H		
R20291	SCH GRP	For both School Group types the system will display text on the FS/CA submission pages to tell school to send an email to eZ-Audit Help Desk if school group information is incorrect.	2	H		

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R20292	SCH GRP	The system will provide a Consolidated/Unconsolidated (C/UC) School Group Locator the ability to complete the FS Info Data Entry page for the group's Annual Financial Statement.	2	H		
R20293	SCH GRP	The system will provide each school in a C/UC Group the ability to complete the CA Info Data entry page for their Annual Compliance Audit.	2	H		
R20294	SCH GRP	The system will allow a Locator School to complete Compliance Audits for all schools in a C/UC Group.	2	H	Relies on previous requirement.	
R20295	SCH GRP	The system will require the Locator School in a C/UC group to complete Checklist items for the Consolidated Financial Statement.	2	H		
R20296	SCH GRP	The system will provide each school in a C/UC Group the ability to complete Checklist items for their Compliance Audit.	2	H		
R20297	SCH GRP	The system will allow a Locator School to complete the Compliance Audit Checklist for all schools in a C/UC Group.	2	H		
R20298	SCH GRP	The system will allow a Locator School in a C/UC group to upload a Consolidated Financial Statement.	2	H		
R20299	SCH GRP	The system will allow a Locator School in a C/UC group to upload a Compliance Audit for itself and for Children by OPEID.	2	H		
R20300	SCH GRP	The system will allow a Child School in a C/UC group to upload a Compliance Audit for its OPEID.	2	H		
R20301	SCH GRP	The system will submit an Annual School Group C/UC Submission to ED once the Locator Consolidated FS Locator Compliance Audit and all Child Compliance audits are submitted.	2	H		
R20302	SCH GRP	The system will post a notification to a C/UC Locator School Ins Home Page upon submit listing any Children who have not yet submitted a Compliance Audit.	2	H		
R20303	SCH GRP	The system will assign a separate ACN to each compliance audit record in a C/UC Group.	2	H		
R20304	SCH GRP	The system will recognize an Institution School Group type upon login and display the appropriate submission pages for that type.	2	H		
R20305	SCH GRP	The system will route C/UC Submission Financial Statements to a Co-team Leader/Case Team based on the Locator's team.	2	H		
R20306	SCH GRP	The system will route C/UC Submission Compliance Audits to Case Teams based on the team of the School.	2	H		
R20307	SCH GRP	For non-SG users remove SG references on the Submission pages.	2	H	Initial Design already in	

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R20308	SCH GRP	Change text change on the submission pages for SG to say "Our records indicate that this group contains the following OPEIDs?"	2	H	Initial Design already in	
R20309	SCH GRP	On Ins Profile add indicator for locator school (school group only).	2	H	Initial Design	
R20310	SCH GRP	Display a grid on the Submit Page for a Locator user to allow them to indicate who they are submitting for.	2	H	Initial Design	
R20311	SCH GRP	The system will display a "notification" or message on the CA info page to display to a School Group user Locator user which CA record is active.	2	H	Design Session	
R20312	SCH GRP	The system will display City and State in the school group table grid on the CA and FS Information page.	2	H	Design Session	
R20313	SCH GRP	The system will provide a "Select All" option on the Submit page for the Locator submit grid.	2	H	Design Session	
R20314	SCH GRP	Display a "completed" notification for a member submitting for their own OPEID.	2	H	Initial Design	
R20315	SCH GRP	The system will continue to display annual submission link to a locator until submission is submitted to ED.	2	H	Initial Design	
R20624	SCH GRP	The system will display text on the submission page for both School Group Locators and Members stating that ""If your institution is part of a school group, please note that the record is not transmitted to ED until all the members of the school group have completed their portion of the submission. For further explanation, refer to the "Step-By-Step Guide to Using eZ-AUDIT."	2	H		Added by CCB on 1/14/2004
R20715	SCH GRP	The system will display ?Case Team? as a column on the School Group Assignment page.	2.x			3/17/2004 CCB
R20337	SCH GRP - QC	The system will display one financial statement record and multiple Compliance Audit records in the QC Queue for a CUC Annual Submission.	2	H		
R20462	SCHOOL GROUP	The system will allow Resolution users to view "School Group name" when viewing a school group submission.	2.x	H		Design Session. Revised during 3/2/2004 CCB.
R20632	SCHOOL GROUP	The system will provide Case Users the ability to view who all records in a School Group submission are assigned to for resolution.	2.x	H		1/14/2004 CCB
R20635	SCHOOL GROUP	The system will reference school groups by Name in all School Group reports (currently references #).	2.x	M		1/14/2004 CCB.
R20457	SCHOOL GROUP RESUBMISSION	The system will allow an individual location record to be incomplete without requiring other locations in a school group to resubmit for a school group submission.	2.x	H	Design Session	

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R20 Tag	Name	Requirement text	Release Schedule	Priority	Comments	Source
R20468	SEARCH	The system will display "Submission Date" with Search Results.	2.x	H	Approved by CTL panel.	
R20469	SEARCH	The system will display "Submission Status" with Search Results.	2.x	H		
R20470	SEARCH	The system will display the "Completeness Indicator" with the search results. (Pending Screener Review, Complete, Incomplete - Awaiting Resubmission, Incomplete - Resubmitted)	2.x	H	Approved by CTL panel.	
R20641	SEARCH	The system will display the submission "status" with the search results (Screener Queue, CTL Queue - Pending Assignment, Analyst Queue, CTL Queue - Pending Approval, Analyst Queue - Post Approval, Archived).	2.x	H	Requires follow-up to drill down to specific requirements. Modified and Approved by CTL panel.	1/14/2004 CCB
R20662	SEARCH	The system will allow an FSA user to search by submission "status" on the Search page (Screener Queue, CTL Queue - Pending Assignment, Analyst Queue, CTL Queue - Pending Approval, Analyst Queue - Post Approval, Archived).	2.x		Approved by CTL panel.	1/14/2004 CCB
R20663	SEARCH	The system will allow an FSA user to search by "Submission Date" range on the Search Page.	2.x		Approved by CTL panel.	
R20664	SEARCH	The system will allow an FSA user to search by "Completeness Indicator" on the search page. (Pending Screener Review, Complete, Incomplete - Awaiting Resubmission, Incomplete - Resubmitted)	2.x		Approved by CTL panel.	
R20665	SEARCH	The system will display the "Deficiency Indicator" with the search results. (Zero Findings, Deficient - Significant Findings, Non-Deficient - Insignificant Findings)	2.x		Approved by CTL panel.	
R20666	SEARCH	The system will allow an FSA User to search by "Deficiency Indicator" on the Search Page. (No findings, deficient, minor (insignificant))	2.x		Approved by CTL panel.	
R20667	SEARCH	The system will display the "Resubmission Indicator" with the search results. (Initial, Resubmission)	2.x		Approved by CTL panel.	
R20668	SEARCH	The system will allow an FSA User to search by "Resubmission Indicator" on the Search Page. (Original, Resubmission)	2.x		Approved by CTL panel.	
R20669	SEARCH	The system will display the "Flagged Indicator" with the search results. (Flagged, Non-Flagged)	2.x		Approved by CTL panel.	
R20670	SEARCH	The system will allow an FSA User to search by "Flagged Indicator" on the Search Page. (Flagged, Non-Flagged)	2.x		Approved by CTL panel.	
R20644	STUB	The system will provide a "Stub Audit" function that allows the Institution to submit a Compliance Audit to the Department (should work like Closeout, currently Stub requires both CA and FS).	2.x	H		1/14/2004 CCB

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R20377	SUBMISSION	Remove "Resubmission" as a reason for flagging.	2.x	H	Added 12302003. Needs new LOE.	
R20645	SUBMISSION	The system will flag Financial Statements for Change in Auditor if an institution changes auditors for two consecutive years. (Note: This would replace the current change in auditor flag)	2.x	H		1/14/2004 CCB
R20338	WORKFLOW	The system will move a Compliance Audit record from the QC Queue to the Screener queue as soon as the record is submitted as "Complete" in QC.	2	H		
R20339	WORKFLOW	The system will forward records to the Co-Team Leader when a Financial Statement is marked "Complete" in QC and a Compliance Audit (or related Compliance Audits) are screened complete and findings are Coded (when applicable).	2	H		

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Name	R20 Tag	Requirement text	Priority	Comments	Source
INTERFA CE EAPP	R20396	The system will pull data from EApp to find out when a merger occurred.	H	IPM	Design Session
MERGER	R20397	The system will display a question to institution users asking which OPEIDs they are absorbing when creating a Merger Submission (multiple institutions) (EZ-Audit should not expect a submission from the absorbed entity when an institution(s) are consolidated into one OPEID).	H	IPM	Design Session
MERGER	R20398	The system will display a notification/link to submit a Closeout audit to a propriety institution that is absorbed through a Merger.	H	IPM	Design Session
MERGER	R20399	If an owner already exists (has Financial Statement on the system) the system will ask for the following information:A one day Balance Sheet (Same as current).If owner is already affiliated with other OPEIDs (another option is to pre populate and ask them for validation).	H	IPM	Design Session
MERGER	R20400	If an owner is new (no previous history) the system will ask for the following information:Two years of Financial Statements (Data entry for current year only attach prior year FSs. Ask institution for explanation if they do not have it).A One Day Balance Sheet (Same as current)	H	IPM	Design Session
MERGER	R20401	The system will ask for the owner-corporate name (Possible to update institution information if a second entity is acquired).	H	IPM	Design Session
SCHOOL GROUP ADMINIS TRATION	R20455	The system will update school group information when non-annual submissions are received.	H	IPM	Design Session
SCHOOL GROUP MANAGE USERS	R20459	The system will support a Corporate or State entity ID (does not have an OPEID) that has the ability to submit for a group.	H	IPM	Design Session
SCHOOL GROUP ADMINIS TRATION	R20465	The system will use "PPA execution date" as the begin date for an institution on the school group management page.	H	IPM	Design Session.

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RESOLUTION AUDIT	R20519	The System will provide OIG with the ability to state/post guidance for the case team on compliance with audit requirements.	L	IPM	
RESOLUTION AUDIT	R20520	The System will provide OIG with the ability to state/post findings of Quality Control Reviews.	L	IPM	
RESOLUTION AUDIT	R20521	The System will provide OGC with the ability to state post state legal guidance.	L	IPM	
INTERFA CE	R20536	The System will import funding level data for Title IV Schools from Census.	L	IPM	
OIG AUDIT	R20599	The system will allow OIG audits to be saved and stored electronically.	M	IPM	
OIG AUDIT	R20600	The system will have a queuing mechanism for OIG audits to the case teams.	M	IPM	
INTERFA CE CARS	R20605	The system will provide a weekly file data feed of audit data to the OCFO (CARS System).	M	IPM	
INTERFA CE EAPP	R20682	The system will interface with eApp to retrieve President and FAA contact information for Initial/Reinstatement/Merger submissions.		IPM	3/2/2004 CCB
SCH GRP - ADMIN	R20316	The system will allow an Ed Admin/School Group Manager to set up a school group as a "Two Year" group.	H	PEPS	
SCH GRP - ADMIN	R20317	The system will maintain historical School Group information including the following: End Dates Previous Locators Historical Group Name.	H	PEPS	
SCH GRP - ADMIN	R20318	The system will provide an ED Admin User the ability to manage School Group Information.	H	PEPS	
SCH GRP - ADMIN	R20319	The system will allow an ED Admin User to add institutions to a School Group.	H	PEPS	
SCH GRP - ADMIN	R20320	The system will allow an ED Admin user to remove institutions from a School Group.	H	PEPS	
SCH GRP - ADMIN	R20321	The system will allow an ED Admin user to enter/update School Group Name.	H	PEPS	

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SCH GRP - ADMIN	R20322	The system will allow an ED Admin user to enter/update a School Group Locator.	H	PEPS	
SCH GRP - ADMIN	R20323	The system will allow an ED Admin user to enter/update School Group Type.	H	PEPS	
SCH GRP - ADMIN	R20324	The system will allow an ED Admin user to enter/update School Group Address.	H	PEPS	
SCH GRP - ADMIN	R20325	The system will allow an ED Admin user to enter/update School Group Phone Number.	H	PEPS	
SCH GRP - ADMIN	R20326	The system will require a name type address and phone number for all School Groups.	H	PEPS	
SCH GRP - ADMIN	R20327	The system will maintain the Begin Date for an institution in a School Group.	H	PEPS	
SCH GRP - ADMIN	R20328	The system will display the following information for all Institutions in a School Group: OPEID Institution Name Locator indicator Begin Date End Date and Fiscal Year End.	H	PEPS	
SCH GRP - ADMIN	R20329	The system will require that at least 2 institutions be in a group in order for the group to be saved.	H	PEPS	
SCH GRP - ADMIN	R20330	The system will require a locator institution to be selected in a School Group before the group can be saved.	H	PEPS	
SCH GRP - ADMIN	R20331	The system will require that a School Group Name must be unique.	H	PEPS	
SCH GRP - ADMIN	R20332	The system will not allow an OPEID to be in more than one group.	H	PEPS	
SCH GRP - ADMIN	R20333	The system will require a Begin Date when adding an institution to a School Group.	H	PEPS	
SCH GRP - ADMIN	R20334	The system will require an End Date when removing an institution from a School Group.	H	PEPS	

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Name	R20 Tag	Requirement text	Priority	Comments	Source
SCH GRP - ADMIN	R20335	The system will require End Dates for all institutions in a School Group when deleting the School Group.	H	PEPS	
SCH GRP - ADMIN	R20336	The system will provide an ED Admin User the ability to view School Groups that have been deleted.	H	PEPS	
SCHOOL GROUP ADMINIS TRATION	R20634	The system will provide Case Users the ability to Search school group information by Group Name, OPEID, Case Team, and State.	H	PEPS	1/14/2004 CCB
SCHOOL GROUP ADMINIS TRATION	R20636	The system will provide a "notes" or "comments" field on School Group Administration pages.	M	PEPS	1/14/2004 CCB
RESOLUT ION AUDIT	R20675	PEPS will pull "FAD Sent Date" from eZ-Audit and capture it in the PEPS Correspondence Log. This in turn will mark an audit with a FAD Sent Date as "Complete" in PEPS reports.		PEPS	2/17/2004 CCB
CHANGE IN OWNERS HIP	R20402	The system will update School Group data when an existing owner submits a CIO (if the owner already has other OPEIDs individual OPIED is added to group).	H	PEPS/IPM	Design Session
CHANGE IN OWNERS HIP	R20403	The system will update Ownership information when a new owner submits a CIO for a single institution.	H	PEPS/IPM	Design Session

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R20 Tag	Name	Requirement text	Release Schedule	Priority	Comments	Source
R20720	AUDITOR REPORT	The system will provide a report of all the records that need to update auditor information. For example, the report could specify which schools need to change auditor information in the system and/or which institutions need auditor data.			See 20719	3/17/2004 CCB
R20369	CHANGE FYE	The system will allow an FSA Resolution User to "reject" a Change in FYE Submission.		H	May not be applicable based on previous.	
R20404	CHANGE FYE	The system will require an Institution to submit a Stub Audit when they submit a Change in FYE (institution decides to change their FYE they will need to submit their "change in FYE" as a separate submission).		H	Design Session	
R20560	CHANGE FYE	On the 'Change in Fiscal Year End Submission' page edit the title to "Notification in Fiscal Year End Submission"		M	The system will provide the following page title on the Change Fiscal Year End Page: Notification in Fiscal Year End Submission.	
R20679	CHANGE FYE	Remove "year" from the Institution Change in FYE page.				2/24/2004 CCB
R20722	CHANGE FYE	The system will allow Co-Team leader users to "cancel" when viewing a Change FYE submission.				3/17/2004 CCB
R20405	CHANGE IN OWNERSHIP	The system will notify an institution that a Stub Audit is due the same date as the next annual after a "change in FYE" is submitted and approved by case.		H	Design Session	
R20704	CHANGE IN OWNERSHIP	The system will provide a field to capture change in Fiscal Year End with change in Ownership/Merger submissions.				3/9/2004 CCB
R20345	CLOSEOUT	The system will provide the ability to generate a Closeout/Instruction Letter.		H		
R20346	CLOSEOUT	The system will post a Closeout/Instruction Letter to a school's home page when a Close School date is received.		H		
R20347	CLOSEOUT	The system will send an email to the school notifying them that a Closeout/Instruction Letter has been posted to their home page.		H		
R20348	CLOSEOUT	The system will record when a school user views a Closeout/Instruction Letter.		H		
R20408	CLOSEOUT	The system will require a Closeout from a propriety institution that loses its Title IV eligibility.		H	Design Session	
R20409	CLOSEOUT	The system will require that a Closeout is due 90 days after institution has been deemed ineligible.		H	Design Session	
R20410	CLOSEOUT	The system will require Institutions to have all annual audits submitted before allowing them to create a Closeout submission.		H	Design Session	
R20414	CLOSEOUT	The system will notify an ED Admin user when a School Group Locator closes to tell them to update group information.		H	Design Session	

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R20 Tag	Name	Requirement text	Release Schedule	Priority	Comments	Source
R20464	CLOSEOUT	The system will notify a school to submit a closeout audit when a school is not eligible within a school group.		H	Design Session	
R20655	CLOSEOUT	The system will provide a way to obtain ?Closeout Contact? for the Closeout process.				2/4/2004 CCB
R20349	CLOSEOUT REPORT	The system will provide a "Closeout Report" that will display schools with Close Dates Date of Closeout Letter Posting Date School User Viewed the Closeout Letter and Date of Closeout Audit Submission.		H		
R20411	CLOSEOUT REPORT	Provide Closeout Reports.		H	Design Session	
R20350	CODE FINDINGS	The system will prevent a Screener User from entering a value in the field "number of errors" field that is greater than the value entered in the field "sample size" on the Code Findings Page.		M		
R20351	CODE FINDINGS	The system will prevent an ARS user from being able to Re-calculate the Deficiency Indicator.		H		
R20352	CODE FINDINGS	The system will allow Screener or Co-Team leader users to recalculate the Deficiency Indicator after a submission has been Screened.		H		
R20353	CODE FINDINGS	The system will require Co-Team Leader and Screener users to record a note when recalculating a Deficiency Indicator.		H		
R20354	CODE FINDINGS	The system will archive a Compliance Audit Submission when the Deficiency Indicator is re-calculated as "non-deficient" and the submission has no other reasons for flagging.		H		
R20489	CODE FINDINGS	The Error % field on the Code Findings page looks as if it is a read-write field even though actually it is not giving the user the false perception that a calculated field can be manipulated.		L		
R20648	CODE FINDINGS	The system will calculate the deficiency indicator based on codes added with type "S."The calculation should ignore all findings added with a code type of M (minor). If only findings with type M are present, the Deficiency Status should always be Non-Deficient regardless of sample size or questioned costs.		H		2/4/2004 CCB
R20355	CORRESPONDENCE LOG	The system will allow FSA users to upload a document when creating an entry in the Correspondence Log.		H		
R20356	CORRESPONDENCE LOG	The system will allow FSA users to view documents uploaded as part of a Correspondence Log entry.		H		
R20357	CORRESPONDENCE LOG	The system will provide a correspondence type allowing an FSA user to record that they received permission from a school to make updates to a school record.		H		

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R20 Tag	Name	Requirement text	Release Schedule	Priority	Comments	Source
R20545	CORRESPONDENCE LOG	Reminder and Delinquency letter information should auto-populate the Correspondence Log upon being sent (automatically) from the system. Current design issue: reminder letter information cannot be recorded until a submission record exists. This information needs to be recorded prior to the submission being received. In addition- this information should be auto-populated in the Correspondence Log.		M	Associate Correspondence with the Institution- not with the Submission	
R20506	DEFICIENCY CODE REPORT	The system will produce a Report that lists audit deficiencies by institution over 3 years fiscal Reporting years. This Report can be sorted by case team.		L	DataMart candidate	
R20358	DELINQUENT	The system will have the ability to generate a "Delinquent" letter.		H		
R20359	DELINQUENT	The system will have the ability to post a "Delinquent" letter to an Institution's Home page.		H		
R20360	DELINQUENT	The system will send a "Delinquent" email to an Institution's Financial Aid director when an Institution's submission has not been received by 31 days after their Due Date.		H	Email should reference referral for Administrative Action.	
R20361	DELINQUENT	The system will send a "Delinquent" email to an Institution's President when an Institution's submission has not been received by 31 days after their Due Date.		H	Email should reference referral for Administrative Action.	
R20362	DELINQUENT	The system will send a "Delinquent" email to an Institution's CFO when an Institution's submission has not been received by 31 days after their Due Date.		H		Email should reference referral for Administrative Action.
R20363	DELINQUENT	The system will send a "Delinquent" email to an Institution's Financial Aid director when an Institution's submission has not been received by 45 days after their Due Date.		H	Email should reference referral for Administrative Action.	
R20364	DELINQUENT	The system will send a "Delinquent" email to an Institution's President when an Institution's submission has not been received by 45 days after their Due Date.		H	Email should reference referral for Administrative Action.	
R20365	DELINQUENT	The system will send a "Delinquent" email to an Institution's CFO when an Institution's submission has not been received by 45 days after their Due Date.		H	Email should reference referral for Administrative Action.	
R20580	DELINQUENT	The system will create standardized text Template for the Delinquency Letter.		M	All letter Templates are generated outside the system.	
R20581	DELINQUENT	The System will prepopulate the following data on the Delinquency Letter: Date.		M	All letter Templates are generated outside the system.	

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R20 Tag	Name	Requirement text	Release Schedule	Priority	Comments	Source
R20582	DELINQUENT	The System will prepopulate the following data on the Delinquency Letter: OPEID Number.		M	All letter Templates are generated outside the system.	
R20583	DELINQUENT	The System will prepopulate the following data on the Delinquency Letter: TIN.		M	All letter Templates are generated outside the system.	
R20584	DELINQUENT	The System will prepopulate the following data on the Delinquency Letter: Name of the President.		M	All letter Templates are generated outside the system.	
R20585	DELINQUENT	The System will prepopulate the following data on the Delinquency Letter: Institution's Name.		M	All letter Templates are generated outside the system.	
R20586	DELINQUENT	The System will prepopulate the following data on the Delinquency Letter: Institution's Address.		M	All letter Templates are generated outside the system.	
R20604	DELINQUENT	The system will provide notification to the Case Teams and AAA when a delinquent audit has been referred (45 days late).		M	AAA reqs and Email notification OOS for Release 1.0.	
R20656	DELINQUENT	The system will consider an ?Incomplete? submission delinquent if the resubmission is not received by the Resubmission Due Date.				2/4/2004 CCB
R20657	DELINQUENT	The system will pre-populate submission name, type, and FYE on the delinquent letter.				2/4/2004 CCB
R20528	ED ADMINISTRATION	The system will have a mechanism for queuing all system generated Emails for ED review before sending to institutions. If notifications are not reviewed by ED within 10 days they will be automatically be sent.		L	Email notification OOS for Release R1.0.	
R20529	ED ADMINISTRATION	The system will sort queued Emails by type.		L	Advanced Queuing functionality OOS for Release R1.0.	
R20530	ED ADMINISTRATION	The system will allow ED users to view contents of each queued Email.		L	Email notification OOS for Release 1.0.	
R20531	ED ADMINISTRATION	The ED user will have the ability to approve the Email for sending-put the Email on hold-or delete the Email.		L	Email notification OOS for Release 1.0.	
R20532	ED ADMINISTRATION	The system will provide the ED user the ability to send the approved Emails to the institutions.		L	Email notification OOS for Release 1.0.	
R20534	ED ADMINISTRATION	The System will support batch processing for Emails-i.e. Emails will not be sent real-time		L	Email notification OOS for Release 1.0.	
R20535	ED ADMINISTRATION	The System will support outbound Email messaging for automatic notification based on application logic		L	Email messaging OOS for Release 1.0.	
R20593	ED ADMINISTRATION	The system will allow ED Staff to post broadcast messages to the institutions self-service area.		M	The eZ-Audit system will not support broadcast message capability in Release R1.0.	
R20677	ED ADMINISTRATION	The system will provide an email validity check on the ED/INS admin pages.				2/24/2004 CCB
R20698	ED ADMINISTRATION	The system will support copying the final Incomplete email message to Case Users other than Co-Team Leaders (allow someone to specify others who would want to receive it).				3/9/2004 CCB

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R20 Tag	Name	Requirement text	Release Schedule	Priority	Comments	Source
R20721	EMAIL REPORT	The system will provide a report displaying emails by dates				3/17/2004 CCB
R20699	INC	The system will auto-generate correspondence log entries for each incomplete notification email sent (includes sent date).				3/9/2004 CCB
R20370	INCOMPLETE	Incomplete Letter Archive Page.		H	Initial Design	
R20372	INCOMPLETE	The system will notify the appropriate case team when a submission is marked incomplete.		H	Design Session	
R20374	INCOMPLETE	The system will display a notification stating that re-submission is due 15 days after the incomplete notification is posted for an incomplete submission.		H	Design Session	
R20458	INCOMPLETE	The system will support returning individual portions of an incomplete record (CA vs FS).		H	Design Session	
R20640	INCOMPLETE	The system will provide a printer-friendly version of the QC page.		H		1/14/2004 CCB
R20643	INCOMPLETE	The system will provide a field on the Submission Summary page to show "Resubmission Number."		H		1/14/2004 CCB
R20424	INCOMPLETE REPORT	The system will provide a report displaying all incomplete submissions including submission date resubmission date and screened date.		H		
R20725	INS	The system will display historical eZ-Audit submissions in the version of the screen they were submitted in.	GEN		Decided to implement a solution pre R 2.0 during 3/17 status meeting. (Previously agreed to handle as part of R 2.0 at the 3/9 meeting). Requirement should be added as "General" and maintained in the matrix for consideration at the beginning of any release planning phase.	3/23/2004 CCB
R20726	INS	The system will display appropriate QC values on the QC page based one the version of screens a submission is created in.	GEN		Decided to implement a solution pre R 2.0 during 3/17 status meeting. (Previously agreed to handle as part of R 2.0 at the 3/9 meeting). Requirement should be added as "General" and maintained in the matrix for consideration at the beginning of any release planning phase.	3/23/2004 CCB
R20727	INS	Remove ?Reason? label and textbox from the Financial Statement page of the Merger/Change in Ownership submission template.				3/23/2004
R20728	INS	Add ?Date of Merger/CIO? or ?Closing Date? field to the Financial Statement page of the Merger/Change in Ownership submission template.				3/23/2004

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R20 Tag	Name	Requirement text	Release Schedule	Priority	Comments	Source
R20729	INS	Change "One Day Balance Sheet" to "Day One Balance Sheet" throughout the system. This label is referenced on the FS page, Upload page and also in QC templates.				3/23/2004
R20731	INS	Change "New Institution Submission" to "New Title IV Participant Submission" throughout the system.				3/23/2004
R20673	INS - CHECKLIST	The system will provide a "confirm" email field on the INS Checklist page.		H		2/17/2004 CCB
R20674	INS - CHECKLIST	The system will verify that the Contact Name email field matches the "confirm" field.		H		2/17/2004 CCB
R20378	INSTITUTION	The system will provide fields to allow an Institution User to enter the Financial Statement Lead Auditor Name.		H		
R20379	INSTITUTION	The system will provide fields to allow a Institution User to enter the Financial Statement Auditor's Home State License Number.		H		
R20380	INSTITUTION	The system will provide fields to allow an Institution User to enter the Financial Statement Auditor's Out of State License Number.		H		
R20381	INSTITUTION	The system will provide fields to allow an Institution to enter the Compliance Audit Lead Auditor Name.		H		
R20382	INSTITUTION	The system will provide fields to allow an Institution User to enter the Compliance Auditor's Home State License Number.		H		
R20383	INSTITUTION	The system will provide fields to allow an Institution User to enter the Compliance Auditor's Out of State License Number.		H		
R20385	INSTITUTION	The system will display a warning message/page to an Institution user asking "Are you sure you want to submit?" when submitting to ED.		H		
R20386	INSTITUTION	The system will provide an "Upload" option on the Ins Upload Page.		H	Replaces current Add	
R20387	INSTITUTION	The system will display system calculated values in a separate column from data entry fields on all Institution Data Entry Financial Statement templates.		H	Currently displayed in the same column as data entry values.	
R20388	INSTITUTION	The system will display text on the Upload Page explaining the policy with SSNs.		H		
R20389	INSTITUTION	The system will prevent an institution user from entering a "future" date in the field "Period Audited End Date."		H		
R20415	INSTITUTION	The system will provide print friendly versions of institution data entry pages for all submission types.		H		

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R20 Tag	Name	Requirement text	Release Schedule	Priority	Comments	Source
R20460	INSTITUTION	The system will provide a field to allow a school or auditor to acknowledge attesting to HCM.		H	Design Session	Requires further analysis to determine detailed requirements.
R20491	INSTITUTION	Revise static text on the FSA Annual Submission - from "but time of up to 1 minute per 1 MB is common." to and may take up to several minutes.		L	The system will provide text on the Annual Submission Upload Page to state the file upload and may take up to several minutes.	
R20505	INSTITUTION	The system will provide Templates for users to enter financial statement data for public institutions.		L	There is no req to collect FS data for public institutions.	
R20538	INSTITUTION	The system will display a text message to the user when a TIN number does not exist upon selecting an Audit Firm.		L	Added per decision by CCB (7 \11) - Sherry	
R20540	INSTITUTION	The System will provide a page containing static field level help for Institution Users.		L		
R20544	INSTITUTION	Eliminate the cash flow information entry into the system and have system generate the cash flow statement.		M		
R20546	INSTITUTION	Ending cash on cash flow statement should have error check to make sure it equals cash on balance sheet. Item 6 on page 11 should = item 1 page 5 (proprietary) or item 1 page 7 (non-profits).		M		
R20548	INSTITUTION	Checklist page should be labeled "Completeness Checklist" in the page title (i.e.-heading) for consistency. All other pages use the name in the left nav for the page title.		M	Review other pages like this.	
R20550	INSTITUTION	Future Enhancement - calculate values on the Financial Statement pages when user clicks on the 'tab' button after each entry is completed.		M	Received mixed opinions from participants on the value of this change.	
R20559	INSTITUTION	On the Proprietary Balance Sheet change the "Goodwill-net" field to Goodwill- net of amortization		M	The system will provide a field to capture "Goodwill-net of amortization" on the Proprietary Balance Sheet page.	
R20594	INSTITUTION	The system will prepopulate prior year data in the comparative financial statements.		M	The PEPS financial data is not conducive to perform a comparative analysis with eZ-Audit financial data. Requires further analysis.	
R20606	INSTITUTION	Proprietary Ins - Retained earnings at end of year and unrestricted net assets should be checked to equal balance sheet. Item 32 on page 9 = Item 51 page 6 (proprietary) and item 23 page 10 = item 40 page 7 (non-profits).		M		

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R20 Tag	Name	Requirement text	Release Schedule	Priority	Comments	Source
R20610	INSTITUTION	All ED Users access/update school records		M		
R20611	INSTITUTION	Allow ED users to upload PDFs for school users.		M		
R20613	INSTITUTION	90 10 revenue percentage should be changed to include both the numerator and denominator and the system should calculate the percentage.		H	The system will provide two fields (a numerator and denominator) to capture "90 10 Revenue Percentage" on the Financial Statement Information Page. The system will calculate and display the "90 10 Revenue Percentage" on the Financial Statement Information Page based on the values entered in the numerator and denominator fields.	
R20627	INSTITUTION	The system will provide direct links to help by section/field on the Institution Data entry screens.		L		1/14/2004 CCB
R20390	INSTITUTION PROFILE	The system will display an indicator on the Institution Profile Page to show if a school is a Loan Deferment School.		H	Data pulled from PEPS.	
R20344	INTERFACE PEPS	The system will obtain "Close School Dates" from PEPS.		H		
R20549	INTERFACE PEPS	PEPS request to capture COLLECT_FUNDS_AMT - COLLECT_INTERST_AMT - COLLECT_LIQ_AMT - COLLECT_OTH_INTERST_AMT		M	The system will send Fund Code-Object Class and To Be Collected amounts to PEPS as part of the interval feed.	
R20563	INTERFACE PEPS	EZAudit should bring over school closure date from PEPS. It has not yet been determined where this data is stored in PEPS.		M	Needed on the back end; Engagement letter-closeout letter-home page links-notifications-etc. eZ-audit should have the closure date so that the system can have a notification that a Closeout Audit is due. Should be 90 days after the school is closed in PEPS. Also might want to put some additional information on the Ins Profile page to show this data. deemed not a priority	
R20658	INTERFACE PEPS	The system will acquire ?findings codes? from PEPS.				2/4/2004 CCB
R20730	INTERFACE PEPS	Enhance eZ-Audit/PEPS interface to better identify new institutions. A check of ?action code? along with the PPA execution date was a proposed solution.				3/23/2004
R20340	MANAGE USERS	The system will provide a field to capture "Job Title" on the Add New User page.		H		
R20341	MANAGE USERS	The system will provide a field to capture "Relationship to School" on the Add New User page.		H		
R20342	MANAGE USERS	The system will provide an ED Admin User the ability to search for Users by OPE ID on the ED Admin home page.		H		

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R20 Tag	Name	Requirement text	Release Schedule	Priority	Comments	Source
R20343	MANAGE USERS	The system will allow an "auditor" user to have access to all assigned institution submissions using one username/password.		H	<p>potential to affect several pages. Need to identify one login for auditors who are assigned to multiple schools. They would have their own home page where they could select from a list of OPEIDs. One the page could also see due dates. Provide navigation options to return to Auditor Home page.</p> <p>Some way to capture the specific users for specific schools may be several users from the same audit firm.</p> <p>Have an auditor admin role auditor role. Allow them to appoint users. Need to make security a priority.</p>	
R20412	MANAGE USERS	The system will support activate - deactivate user functionality in Manage Users.		H	Design Session	
R20554	MANAGE USERS	Limit the number of [Data Entry] users an Institution Administrator can add as users of the system (i.e. no more than 5 or 10 based on system load capability).		M		
R20565	MANAGE USERS	The System will provide users from the Office of General Counsel (OGC) view access rights to the system.		M	External community stakeholders access is OOS for R1.0. General View Access role was added to eZ-Audit in R 1.01.	
R20566	MANAGE USERS	The System will provide users from the Office of Inspector General (OIG) view access rights to the system.		M	External community stakeholders access is OOS for R1.0. General View Access role was added to eZ-Audit in R 1.01.	
R20567	MANAGE USERS	The System will provide users from AAA(D) users view access to the compliance audit information.		M	AAA requirements are OOS for Release 1.0. General View Access role was added to eZ-Audit in R 1.01.	
R20568	MANAGE USERS	The System will provide users from AAA(D) users view access to the financial statements.		M	AAA requirements are OOS for Release 1.0. General View Access role was added to eZ-Audit in R 1.01.	
R20569	MANAGE USERS	The System will provide view access rights to the Office of Chief Financial Officer for ACD only.		M	View access to external users OOS for R1.0. General View Access role was added to eZ-Audit in R 1.01.	
R20570	MANAGE USERS	The system will provide view access to the Area Case Director for LOC.		M	View access to external users OOS for R1.0. General View Access role was added to eZ-Audit in R 1.01.	
R20571	MANAGE USERS	The system will provide view access to State Licensing Agencies.		M	Determined future release by CCB. General View Access role was added to eZ-Audit in R 1.01.	

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R20 Tag	Name	Requirement text	Release Schedule	Priority	Comments	Source
R20572	MANAGE USERS	The system will provide view access to the accreditors.		M	Determined future release by CCB. General View Access role was added to eZ-Audit in R 1.01.	
R20573	MANAGE USERS	The system will provide view access to the guaranty agencies.		M	Determined future release by CCB. General View Access role was added to eZ-Audit in R 1.01.	
R20575	MANAGE USERS	The system will display a text message regarding debarred users on the Institution User Management Page.		M	Initially designated for R1.01 but was moved to future before final reqs signoff.	
R20577	MANAGE USERS	The system will provide view access to the liaison for career institutions for the FAD.		M	How is this user determined? Perhaps-the administrator can determine this user.	
R20578	MANAGE USERS	The system will provide view access to the Direct Loan Program for the FAD.		M	How is this user determined? Perhaps-the administrator can determine this user.	
R20384	NAVIGATION	The system will provide an Institution Administrator User access to top navigation options to return to their home page access help and logout.		H		
R20393	NAVIGATION	The system will provide access to the Notes and Correspondence Log pages on the left navigation bar when an ED User views a Change In FYE Submission.		H	Should be taken care of as part of Change in FYE req?	
R20394	NAVIGATION	The system will provide left navigation on the Institution Profile page to provide access to other Resolution options.		H		
R20436	NAVIGATION	The system will provide a "Help" option in the top navigation bar for FSA Users.		H		
R20444	NAVIGATION	The system will generate left navigation options for the Resolution view of an Annual Submission based on the state of the compliance audit and financial statement.		H	From a case user view- the system is currently displaying links to resolution documents for portions of a submission that were not flagged for any reason and have been archived (ie if a compliance audit portion of a submission goes straight to archive and then a Co-Team leader views the financial statement part of the submission links to the PADL- DDIF-ACD- and FAD are displayed). The request is to hide any links that are not currently applicable for a submission.	
R20454	NAVIGATION	The system will allow users with multiple roles to have access to all applicable home pages.		H		
R20488	NAVIGATION	There should be navigation buttons to ease movement across screens -- also- add a 'GoTo Page#' button.		L		

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R20 Tag	Name	Requirement text	Release Schedule	Priority	Comments	Source
R20542	NAVIGATION	Add the Reports link to the top nav for Screener and ED Admin Roles.		M	The system will provide a link to the reports site in the top navigation bar for a Screener User. The system will provide a link to the reports site in the top navigation bar for an ED Admin User.	
R20406	NEW INSTITUTION	The system will notify an Institution to submit an Initial - Reinstatement when they institution becomes eligible for Title IV funding.		H	Design Session	
R20407	NEW INSTITUTION	The system will require a new Institution to create an Initial Submission if they meet the following criteria:- No previous submissions.- No PPA execution date.		H	1/29/04 - Requires further analysis. Foreign schools do not have a PPA execution date.	Design Session
R20556	NEW INSTITUTION	The link to create an Initial Submission should only display on the home page if the school is new (has never submitted).		H		
R20423	QUALITY CONTROL	The system will allow a Pre-Screener user to view a "Side-by-Side" comparison of original and new values entered for a Resubmission.		H		
R20650	QUALITY CONTROL	The system will sort submissions in the QC queue by ?Initial Submission Date.?				2/4/2004 CCB
R20712	QUALITY CONTROL	Remove fields from QC when they are N/A.			Requires further drill down to determine specific fields.	3/9/2004 CCB
R20718	QUALITY CONTROL	The system will display an identifier for ?resubmission? records in the QC queue to allow a QC user to see which records are resubmissions.				3/17/2004 CCB
R20732	QUALITY CONTROL	The system will provide "sort" capability in the QC queue.				3/23/2004 CCB
R20430	QUALITY CONTROL REPORT	The system will provide a "Frequency of Errors by Field" Report to determine which questions are consistently answered incorrectly by School and Submission type. Need to retrieve by Type of Submission School Type and FYE or FSA Fiscal year the frequency of data entry errors for each field. Needs to show the number of submissions with any errors vs. overall submissions.		H	Added 12 30 2003. Needs new LOE.	
R20431	QUALITY CONTROL REPORT	The system will provide a "Data Entry Errors by School" Report to retrieve information for an individual school that is having problems with data entry. Should provide the ability to retrieve by OPEID a list of all submission a school has created that required QC. For each submission show what was answered correctly - incorrectly. Display any ?Notes? that were captured on the QC page for each section.		H	Added 12 30 2003. Needs new LOE.	

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R20 Tag	Name	Requirement text	Release Schedule	Priority	Comments	Source
R20432	QUALITY CONTROL REPORT	The system will provide a "Trouble Schools" Report to identify schools who consistently have data entry discrepancies.? Have the ability to retrieve a list of OPEIDs with high data entry error %.		H	Added 12 30 2003. Needs new LOE.	
R20493	REMINDER LETTER	The System will send a reminder letter via Email to all Title IV institutions Financial Aid Directors 60 days prior to submission due date.		L	Email notification OOS for Release 1.0.	
R20494	REMINDER LETTER	The System will send a reminder letter via Email to all Title IV institutions Presidents 60 days prior to submission due date.		L	Email notification OOS for Release 1.0.	
R20495	REMINDER LETTER	The System will send a reminder letter via Email to CFO 60 days prior to submission due date.		L	Email notification OOS for Release 1.0.	
R20496	REMINDER LETTER	The System will send a second reminder letter via Email to all Title IV institutions Presidents 30 days prior to submission due date.		L	Email notification OOS for Release 1.0.	
R20497	REMINDER LETTER	The System will send a second reminder letter via Email to all Title IV institutions Financial Aid Directors 30 days prior to submission due date.		L	Email notification OOS for Release 1.0.	
R20498	REMINDER LETTER	The System will send a second reminder letter via Email to all CFOs 30 days prior to submission due date.		L	Email notification OOS for Release 1.0.	
R20507	REPORT ATTACHMENTS	The System will create a Report to track all attachment files.		L	Moved to future release based on Low priority.	
R20601	REPORT AUDIT	The system will produce a Report that lists audits that have been referred to AAA per month and per fiscal year.		M	AAA reqs OOS for Release R1.0	
R20602	REPORT AUDIT FIRM	The system will do Reporting and trending by audit firm.		M	DataMart candidate	
R20426	REPORT COMPOSITE SCORE	The system will provide a report listing the number - percentage of submissions where a Financial Analyst recalculates the composite score and the number-percentage of times it results in a revised score.		H		
R20576	REPORT COMPOSITE SCORE	The system will produce a Report to track any changes to the composite score for an institution.		M	DataMart candidate	
R20428	REPORT DEFICIENCY CODE	The system will produce a Report that lists frequency of deficiency codes.		H		
R20429	REPORT DEFICIENCY CODE	The system will generate a frequency Report of audit findings by program area.		H	Where do we capture program area?	
R20373	REPORT DELINQUENT	The system will show if an institution attempted to submit and was marked incomplete on the Delinquency Report.		H	Design Session	
R20591	REPORT DELINQUENT	The System will create a Report to track when a Delinquency Letter is sent out after the 31st day after an institution's submission date has passed.		M	This will be tracked manually using the Correspondence Log.	

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R20 Tag	Name	Requirement text	Release Schedule	Priority	Comments	Source
R20592	REPORT DELINQUENT	The System will create a Report to track when a Delinquency Letter is sent out after the 45th day after an institution's submission date has passed.		M	This will be tracked manually using the Correspondence Log.	
R20595	REPORT DELINQUENT	The System will create a Report to track when a delinquent financial statement has been referred to Case (45 days late).		M	This will be tracked manually in the Correspondence Log.	
R20596	REPORT DELINQUENT	The System will create a Report to track when a delinquent financial statement has been referred to AAA (45 days late).		M	This will be tracked manually in the Correspondence Log.	
R20652	REPORT DELINQUENT	The system will provide School Group delinquency reporting capability that allows case users to track delinquent submissions by group and status for group members.				2/4/2004 CCB
R20597	REPORT FINANCIAL STATEMENT	The System will create a Report on multi-year financial statement comparisons by institution type.		M	Multiyear comparisons OOS for RR1.0. Requires further clarification in order to be implemented.	
R20598	REPORT FINANCIAL STATEMENT	The system will produce a Report that lists financial statements referred to AAA per month and per fiscal year.		M	AAA reqs OOS for Release R1.0	
R20427	REPORT GENERAL	The system will provide a "Completeness Status" prompt for reports 6 8 and 13.		H		
R20552	REPORT GENERAL	Future Enhancement - in the reports- for the "Deficiency Indicator" we could display a text explanation. For instance- we could display "Deficient" instead of 1		M		
R20651	REPORT GENERAL	The system will provide an ?audit trail? report to show all historical actions for any submission (submissions, incomplete, resubmission, etc).				2/4/2004 CCB
R20501	REPORT REMINDER LETTER	The System will create a Report to track when a reminder letter is sent out to an institution 60 days prior to the submission date.		L	This will be tracked manually using the Correspondence Log.	
R20502	REPORT REMINDER LETTER	The System will create a Report to track when a second reminder letter is sent out to an institution 30 days prior to the submission date.		L	This will be tracked manually using the Correspondence Log.	
R20503	REPORT REMINDER LETTER	The System will create a Report to track when a reminder letter is sent out to a closed institution when the closeout audit has not been received after 45 days.		L	This will be tracked manually in the Correspondence Log.	
R20504	REPORT REMINDER LETTER	The System will create a Report to track when the closeout audit has not been received 90 days after the engagement letter was sent.		L	This will be tracked manually in the Correspondence Log.	
R20441	RESOLUTION	The system will display the date a submission was due on the Submission Summary page.		H		
R20449	RESOLUTION	The system will allow Resolution Users to access the Institution Profile page by clicking on the "Institution Name" at the top of any Resolution Page.		H	Currently only from Submission Summary.	

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R20 Tag	Name	Requirement text	Release Schedule	Priority	Comments	Source
R20451	RESOLUTION	The system will display an indicator to allow a Resolution User to know that Notes are present for a submission.		H	Under assumption that this is an indicator on the Submission Summary page for any notes.	
R20539	RESOLUTION	The system will provide a Welcome Page for each Ed user (Audit Resolution Specialist-Financial Analyst and Co-Team Leader) which displays text that describes all pages available for the that user.		L		
R20607	RESOLUTION	Submissions other than annual audit type will be flagged for review.		M		
R20366	RESOLUTION AUDIT	The system will have the ability to post a FAD to an Institution's Home Page.		H		
R20367	RESOLUTION AUDIT	The System will send an Email notification to the institution when a FAD is posted to the Institution Home Page.		H		
R20437	RESOLUTION AUDIT	The system will display text labels on the ACD data entry page for the fields: Amounts Already Recovered Adjustment at Auditee Site and Other to indicate that values of these three fields will be deducted.		H		
R20438	RESOLUTION AUDIT	The system will display the calculated values for the fields "Net Amount to be Collected" and "Specialist Liability" on the ACD Data Entry Page.		H		
R20439	RESOLUTION AUDIT	The system will present options to Clear Form Save and Generate on the DDIF Date Entry page after an entry has been added.		H	Currently are there even if there is no entry.	
R20442	RESOLUTION AUDIT	The system will pre-populate "DUNS #" on the Generated ACD page.		H		
R20446	RESOLUTION AUDIT	The system will display "Deficiency Status" on the Submission Summary page to show if the compliance audit was considered Deficient for any reason.		H		
R20511	RESOLUTION AUDIT	The system will automatically prepopulate the body of the FAD with each individual finding.		L	List what fields are pre-populated and where the data is coming from	
R20512	RESOLUTION AUDIT	The system will automatically prepopulate the body of FAD with dollar amount per finding from coding.		L	Is this captured at submission	
R20513	RESOLUTION AUDIT	The system will provide a link to the IFAP Website to view the full text of the regulation.		L		
R20514	RESOLUTION AUDIT	The System will allow a user to create and store a FAD cover letter Template. Different versions of the Template can be created and saved.		L	Only the last version of the FAD cover letter will be saved stored.	
R20515	RESOLUTION AUDIT	The System will pre-populate the Audit Control Number in the heading of the FAD cover letter.		L		
R20516	RESOLUTION AUDIT	The System will pre-populate the OPE ID Number in the heading of the FAD cover letter.		L		

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R20 Tag	Name	Requirement text	Release Schedule	Priority	Comments	Source
R20517	RESOLUTION AUDIT	The System will pre-populate the Name of President Owner (for FSA institutions) in the heading of the FAD cover letter.		L		
R20518	RESOLUTION AUDIT	The System will pre-populate the Name of designated official (for A-133 institutions) in the heading of the FAD cover letter.		L		
R20522	RESOLUTION AUDIT	The system will allow an ACD/CTL to send FAD DRAFT and message requesting concurrence for OGC when total audit liability assessed is \$100000 or greater.		L	View-access only for OGC users	
R20523	RESOLUTION AUDIT	The system will allow ACD/CTL to send FAD DRAFT and message requesting concurrence for OIG when audit Report has TOTAL questioned costs of \$500000 or greater.		L	View-access only for OIG users	
R20524	RESOLUTION AUDIT	The system will allow ACD/CTL to send FAD DRAFT and message requesting concurrence for OGC when audit Report has TOTAL questioned costs of \$500000 or greater.		L	View-access only for OGC users	
R20525	RESOLUTION AUDIT	The system will allow a ACD/CTL to send an electronic draft version of the ACD for audit Reports with a Total Questioned Cost of \$500000 or greater to OIG with a message requesting concurrence.		L	View-access only for OIG users	
R20537	RESOLUTION AUDIT	The system will allow the ARS to send the completed PADL Template to the institution.		L	OOS for Release 1.0.	
R20690	RESOLUTION AUDIT	The system will allow a settlement letter to be attached to amended ACDs.				3/2/2004 CCB
R20691	RESOLUTION AUDIT	The system will allow a new FAD to be created for revised ACD/DDIF packages.				3/2/2004 CCB
R20705	RESOLUTION AUDIT	The system will populate the date field on the ACD page with the value entered for "FAD Sent Date" once FAD sent date is captured. This date should become the "original date" when an amended version is created.				3/9/2004 CCB
R20706	RESOLUTION AUDIT	The system will allow Co-Team Lead to assign a Compliance Audit to an ARS from archive to amend an ACD.		H		3/9/2004 CCB
R20707	RESOLUTION AUDIT	The system will display "DDIF Type" on the generated DDIF page.				3/9/2004 CCB
R20482	RESOLUTION CO-TEAM LEAD	The system will allow a Co-Team leader the ability to assign a submission in their Pending Assignment Queue to another Co-Team leader.		H	The resolved submission should then be returned to the "assigning" Co-Team leader for approval (the one who has the team member who actually worked the resolution).	
R20483	RESOLUTION CO-TEAM LEAD	The system will display a descriptive page header on the Co-Team Lead Home Page.		H		

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R20 Tag	Name	Requirement text	Release Schedule	Priority	Comments	Source
R20564	RESOLUTION CO-TEAM LEAD	Co-Team Lead Queue - Requested ability to sort queues on Co-Team Lead's home page by alphabetical order or make information sortable. Right now-records are sorted by the submission date.		M	Order by in SQL	
R20708	RESOLUTION CO-TEAM LEAD	The system will allow a Co-Team Leader the ability to approve a Letter of Public Status.				3/9/2004
R20709	RESOLUTION CO-TEAM LEAD	The system will send Change in Fiscal Year End submissions to the Co-Team leader ?Submissions Pending Approval? queue.				3/9/2004
R20416	RESOLUTION FINANCIAL STATEMENT	The system will provide print friendly version of financial worksheet for For-Profit Financial Statements in Accordance with 34 CFR 668.171.		H		
R20417	RESOLUTION FINANCIAL STATEMENT	The system will provide print friendly version of financial worksheet for For-Profit Financial Statements in Accordance with 34 CFR 668.15.		H		
R20418	RESOLUTION FINANCIAL STATEMENT	The system will provide print friendly version of financial worksheet for Non-Profit Financial Statement in Accordance with 34 CFR 668.171.		H		
R20419	RESOLUTION FINANCIAL STATEMENT	The system will provide print friendly version of financial worksheet for Non-Profit Financial Statements in Accordance with 34 CFR 668.15.		H		
R20433	RESOLUTION FINANCIAL STATEMENT	The system will provide Resolution Users with a "Financial Statement Worksheet" option on the left navigation bar to access Financial Worksheets.		H	Change from current link name Score Calculation.	
R20434	RESOLUTION FINANCIAL STATEMENT	The system will verify that the ED Composite Score is in the Zone when an FA chooses a Determination of Zone.		H		
R20435	RESOLUTION FINANCIAL STATEMENT	The system will verify that the ED Composite Score is below "1.5" when an FA chooses a Determination of LOC.		H		
R20440	RESOLUTION FINANCIAL STATEMENT	The system will display a value for FYE in the "Financial Statement Info" section on the Submission Summary page.		H	Currently displayed with summary info at the top of the page.	
R20443	RESOLUTION FINANCIAL STATEMENT	The system will pre-populate "CPA Name" on all Financial Statement Worksheets in the field Source.		H		
R20445	RESOLUTION FINANCIAL STATEMENT	The system will provide a "Calculate" option for each section on all Financial Statement Worksheets.		H	Currently only one calculate button at the bottom of each page.	
R20447	RESOLUTION FINANCIAL STATEMENT	The system will display "Flagged Status" on the Submission Summary page to show if the Financial Statement was flagged for any reason.		H		

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R20 Tag	Name	Requirement text	Release Schedule	Priority	Comments	Source
R20448	RESOLUTION FINANCIAL STATEMENT	The system will provide access to worksheet 668.15 when a FA user is resolving a Merger CIO Submission.		H	Currently is available for all submission types only applies for Merger CIO.	
R20492	RESOLUTION FINANCIAL STATEMENT	The System will generate a standardized text Template for the Zone Cash Monitoring Letter.		L	The eZ-Audit system will not support edit capability for standard Templates. Removed "with edit capability" from the requirement.	
R20499	RESOLUTION FINANCIAL STATEMENT	The system will post Requests for LOCs up to 1 million dollars to the Institution Notifications area.		L	not a priority - LOC notifications already exist	
R20500	RESOLUTION FINANCIAL STATEMENT	The system will prohibit Requests for LOCs in excess of 1 million dollars to be sent via Email.		L	Email notification OOS for Release 1.0.	
R20508	RESOLUTION FINANCIAL STATEMENT	The system will generate a standardized text Template for the Request for Letter of Credit (LOC).		L	The eZ-Audit system will not support edit capability for standard Templates. Removed "with edit capability" from the requirement.	
R20509	RESOLUTION FINANCIAL STATEMENT	The system will have the ability to produce a printer-friendly version of the Request for Letter of Credit (LOC).		L	Requirement doesn't make sense. System is not a printer. Requirement is rewritten to be more precise.	
R20587	RESOLUTION FINANCIAL STATEMENT	The system will notify AAA when the LOC is not received after 30 days (unless extension is granted).		M	AAA reqs and Email notifications OOS for Release R1.0	
R20588	RESOLUTION FINANCIAL STATEMENT	The system will provide notification to the Case Teams when a delinquent financial statements have been referred (45 days late).		M	Email notification OOS for Release 1.0.	
R20589	RESOLUTION FINANCIAL STATEMENT	The system will provide notification to the AAA when a delinquent financial statements have been referred (45 days late).		M	AAA reqs and Email notification OOS for Release R1.0	
R20654	RESOLUTION FINANCIAL STATEMENT	The system will allow a Financial Analyst to submit an LOC for individual schools in a school group.				2/4/2004 CCB
R20510	RESOLUTION FINANCIAL STATMENT	The system will notify the case team 30 days prior to expiration of a LOC.		H	Email notification OOS for Release 1.0.	
R20700	RESOLUTION WAIVER	The system will provide a field to capture ?Notes? with the ?Rescinding? section of the Waiver/Exemption page.				3/9/2004 CCB
R20701	RESOLUTION WAIVER	The system will require an Institution to replace an unaudited FS submission with a full annual submission when an Exemption is rescinded after an unaudited submission was already sent to the Department.				3/9/2004 CCB
R20702	RESOLUTION WAIVER	The system will provide separate left navigation options for "Waiver Request" and "Exemption Request" based on which a user is viewing.				3/9/2004 CCB

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R20 Tag	Name	Requirement text	Release Schedule	Priority	Comments	Source
R20703	RESOLUTION WAIVER	The system will provide specific field labels for the ?date? field on the Waiver/Exemption based on the selected determination (i.e. ?Approved Date? or ?Denied Date").				3/9/2004
R20473	RESOLUTION WAIVER/EXEMPTION	The system will allow a Resolution User to upload a "Waiver Approval/Denial Letter."		H		
R20474	RESOLUTION WAIVER/EXEMPTION	The system will require a Resolution User to submit a "Waiver Approval/Denial Letter" to a Co-Team leader for approval.		H		
R20475	RESOLUTION WAIVER/EXEMPTION	The system will allow a Co-Team leader to approve a "Waiver Approval/Denial Letter."		H		
R20476	RESOLUTION WAIVER/EXEMPTION	The system will allow a Co-Team leader to reject a "Waiver Approval/Denial Letter."		H		
R20481	RESOLUTION WAIVER/EXEMPTION	The system will verify that an LOC with reason of "Waiver" is on file with the most recent FYE Submission when a Resolution User approves a Waiver Request.		H		
R20710	RESUBMISSION	The system will display a ?view-only? label on Institution Submission pages for submissions that were marked incomplete (on the read-only templates that did not have an error).				3/9/2004 CCB
R20711	RESUBMISSION	Remove ?All? option from Proprietary Schools on the Upload Page.				3/9/2004
R20716	SCH GRP	The system will mark "complete" school group member submissions as "on hold" when other member submissions are marked incomplete and the entire School Group record is pending resubmission.				3/17/2004 CCB
R20717	SCH GRP	The system will allow a user to view demographic data for all members of School Group (C/C and C/UC).				3/17/2004 CCB
R20723	SCH GRP	The system will adjust submission due dates for school group state audit submissions.			Requires further drill down. Per Sherry - For School Group audits I have spoken with a State Auditor that states that they can not release the audit report before it is due. Example if the audit covers the period 7/1/2002 ? 6/30/2003 and is due March 31, 2004, by law they can not officially release the report before March 31 and then it could take a week before they could submit it thru eZ-Audit. So we need to look into the due dates (possibly a buffer) for school groups and the overdue notice that the schools would see on their home page.	3/17/2004
R20630	SCHOOL GROUP	The system will forward a Group Member record to case when the Consolidated Financial and member CA have both been received.		H		1/14/2004 CCB

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R20 Tag	Name	Requirement text	Release Schedule	Priority	Comments	Source
R20631	SCHOOL GROUP	The system will display a notification or link on the Institution home page to a group member after submitting that allows them to view a list of all that was submitted/what is missing (possible to link to the historical submit page).		H		1/14/2004 CCB
R20659	SCHOOL GROUP	The system will maintain previously saved data when a school group locator changes. The new locator will have the ability to view/update data entered by the previous locator.				2/10/2004 CCB
R20734	SCHOOL GROUP	The system will allow individual school group member records to be retrievable and "on hold" when other members in the group are still in the process of submitting.			<p>Related to previous CR #118</p> <p>Assumptions: ? Records would be read-only or non-clickable ? Records would only be retrievable through search</p> <p>Reviewed by Ti Baker, Laura Harcum, Sherry Quade, and Pat Dickerson</p> <p>Determined that there is no significant business need for implementing this requirement with R 2.0: - The Case Team cannot take any actions/make decisions on partially submitted records or until a record has been QC'd. - Most groups submit through 1 locator and the record will be submitted at one time.</p>	4/7/2004 CCB
R20456	SCHOOL GROUP MANAGE USERS	Allow an Ins Admin for any Ins in a School group to add users by OPEID for those in the group.		H	Initial Design	
R20629	SCHOOL GROUP MANAGE USERS	The system will provide "view-only" "data entry" and "submit" role options for a School Group Locator Institution Admin.		M		1/14/2004 CCB
R20467	SEARCH	The system will display "page" and "total # of pages" on the Search page when showing results.		H		
R20471	SEARCH	The system will allow an FSA User to search by a range of "Received Date" on the Search Page.		H		
R20472	SEARCH	The system will allow an FSA user to search from a dropdown list of "CPA Name" on the Search Page.		H		
R20714	SEARCH	The system will provide Case users the ability to select the data (columns) displayed with search results when conducting a search from the ?Search? page.				3/17/2004 CCB

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R20 Tag	Name	Requirement text	Release Schedule	Priority	Comments	Source
R20719	SEARCH	The system will provide FSA users the ability to retrieve records with auditor changes using ?Search? functionality.			The development team will be able to accommodate this with assistance from the Production Support team. The dev team began investigating this issue during R 1.2 deployment. 3-17 - Decided to handle as a SIR.	3/17/2004 CCB
R20653	STUB	The system will display a ?Stub Audit? option to Schools who have changed their Fiscal Year End or are New Institutions (currently displays to all schools).				2/4/2004 CCB
R20191	SUBMISSION	In year 2-schools with adjustments to their submissions should automatically be flagged for review.		M	Need more clarification.	
R20533	SUBMISSION	The system will allow for predictive analysis measures to impact the queuing of the financial statement.		L	Candidate for DataMart.	
R20543	SUBMISSION	Proprietary schools should be flagged for CASE team review if they have extraordinary items-correction of an error (prior period adjustment)-discontinued operations or change in accounting principle. Represented by items 26-27-28 & 31 on page 9. System should create behind the scenes calculation to determine if material impact. Also-for corrections and changes in accounting principle-application should recalculate prior year composite score and determine impact. Could be that institution should have ?failed? in the prior year.		M		
R20660	SUBMISSION	Remove "ACN" from all Financial Statement Resolution pages.				2/10/2004 CCB
R20425	SUBMISSIONS DUE REPORT	The system will provide a report displaying all "Reports Due" including filters for fiscal year and date range.		H		
R20392	SYSTEM	The system will provide a "Revision History" on all pages showing the user and time of last modification for the previous 5 changes.		H	To identify if FSA makes an update for a School.	
R20485	SYSTEM	Future Enhancement - provide a message or icon to show that the system is working. For example- the user tended to double click during the file upload and was not aware that the system was working. Explain that user needs to allow the system time to respond.		L		

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Name	R20 Tag	Requirement text	Release Schedule	Priority	Comments	Source
INS	R20211	A-133 Non-Profit Adjustments (SEE INS requirements for specific requirements)	1.2	H	LOE includes all "INS" requirements.	
INS	R20212	The system will provide fields on the Checklist page for the school to enter a Contact Name and Contact # Email for the Financial Statement.	1.2	H	Change to reference "Checklist" page.	
INS	R20213	The system will provide fields on the Checklist page for the school to enter a Contact Name and Contact # Email for the Compliance Audit.	1.2	H	Change to reference "Checklist" page.	
INS	R20214	The system will require Institution Users to enter values in the Contact Info items on the Checklist page.	1.2	H	Included as part of adding the fields.	
INS	R20215	The system will provide a field to capture "Distribution to Shareholders" on the Income Statement for Proprietary Schools.	1.2	H	Formerly Enhancement SIR # 898. Add a line on the For-Profits Schools Income Statement after Gain(Loss)) from Correction of Error net of Tax that reads Distribution to Shareholders. The item should be subtracted in order to determine Retained Earnings End of Year.	
INS	R20216	The system will provide a link to the Institution Profile page for Institution Users who are viewing submission pages (school name).	1.2	H	Initial Design	
INS	R20217	Edit font on the Checklist page for text Report must include auditors signature.	1.2	H	Initial Design already in	
INS	R20218	Add checklist text for field ?Internal Controls.?	1.2	H	Initial Design already in	
INS	R20219	Change question 8 on the Annual Proprietary FS page from "non-prorata" to "prorata."	1.2	H	Design Session already in Revenue Recognition is being removed from Non-Profit	
INS - CA Info	R20220	The system will display the following page title on the CA Info Page: Compliance Audit Information.	1.2	H	The Left Nav link will continue to be labeled "Compliance Audit." The page title will change to read "Compliance Audit Information." The current page title reads Compliance Audit. School Type - All	
INS - CA Info	R20221	Question #1 - Eliminate column header "Audited"	1.2	H	No header needed. School Type - Non-Profit and Public	
INS - CA Info	R20222	Question #1 - Eliminate entire "Closeout" column	1.2	H	Delete entire column header and checkboxes. School Type - Non-Profit and Public	
INS - CA Info	R20223	Remove All Sub questions under question "Does this A-133 audit submission contain any findings related to the FSA Title IV programs?" (Pell Adjustment Student Eligibility Disbursement Refunds)	1.2	H	School Type - Non-Profit and Public. 2/19/2004 - Replaced "report" with "audit submission."	

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Name	R20 Tag	Requirement text	Release Schedule	Priority	Comments	Source
INS - CA Info	R20224	The system will provide a field to ask "Does the attached A-133 audit report indicate that this audit was conducted in accordance with:" on the Compliance Audit Information Page.	1.2	H	Current field label does not reference "A-133." 2/19/04 - replaced "examination" with "audit" per NACUBO. School Type - Non-Profit and Public	
INS - CA Info	R20225	The system will provide a sub-item for "OMB Circular A-133" to question "Does the attached A-133 audit report indicate that this audit was conducted in accordance with:" on the Compliance Audit Information Page.	1.2	H	Change current sub-item "OMB Standards" to "OMB Circular A-133." School Type - Non-Profit and Public	
INS - CA Info	R20226	The system will provide a field to ask "Type of Auditor's Report Issued on Compliance for Major Programs (Title IV Only)" on the CA Info Page.	1.2	H	Change current field label "Opinion Type" to "Type of Auditor's Report Issued on Compliance for Major Programs." School Type - Non-Profit and Public	
INS - CA Info	R20227	Question "Type of Auditor's Report" - Re-order dropdown list choices to the following: Unqualified Qualified Adverse Disclaimer	1.2	H	School Type - Non-Profit and Public	
INS - CA Info	R20229	The system will provide the following field on the CA Information Page:"For Internal Control Over Major Programs:a) Were material weakness(es) identified?B) Were reportable condition(s) identified that are not considered to be material weaknesses?"	1.2	H	New question. Yes No answer for A, Yes and None Reported for B. If either of these are answered "yes" then record should be flagged for case team review. School Type - Non-Profit and Public	
INS - CA Info	R20230	The system will provide the following field on the CA Information Page: "Were there audit findings in the previous year's A-133 Report?"	1.2	H	Change current field to "Were there audit findings in the previous year's A-133 Report." School Type - Non-Profit and Public	
INS - Cash Flow	R20231	Eliminate the Cash Flow Statement.	1.2	H	Remove link. Remove from Case View. School Type - Non-Profit	
INS - Checklist	R20232	The system will provide a question on the Checklist page asking "Are the following items included in the attachment of you?re A-133 Report?"	1.2	H	Change question 1 text to "Are the following items included in the attachment of you?re a-133 report?" School Type - Non-Profit and Public	
INS - Checklist	R20233	The system will provide a checklist item Statement of Financial Position.	1.2	H	Change "Balance Sheet" to "Statement of Financial Position" School Type - Non-Profit	
INS - Checklist	R20234	Reorder checklist items to 1) Statement of FP 2) Statement of Activities 3) Cash Flow	1.2	H	School Type - Non-Profit	
INS - Checklist	R20235	Eliminate item "Consolidated Statements"	1.2	H	School Type - Non-Profit and Public	
INS - Checklist	R20236	Change "Statement addressing prior year audit findings" to "Summary Schedule of prior year audit findings"	1.2	H	Change "Statement addressing prior year audit findings" to "Summary Schedule of prior year audit findings" School Type - Non-Profit and Public	
INS - Checklist	R20237	Remove item "Servicer Information Sheet"	1.2	H	School Type - Non-Profit and Public	

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Name	R20 Tag	Requirement text	Release Schedule	Priority	Comments	Source
INS - FS Info	R20238	The system will display the following page title on the FS Info Page: Financial Statement Information.	1.2	H	The Left Nav link will continue to be labeled "Financial Statements." The page title will change to read "Financial Statement Information." The current page title reads "Financial Statement." School Type - All	
INS - FS Info	R20239	The system will display the following question on the FS Info page "What type of auditor's report was issued on the financial statements?"	1.2	H	Replaces current question label "Opinion Type" School Type - Non-Profit and Public	
INS - FS Info	R20240	The system will provide the following options in the Dropdown List for the question "What type of auditor's report was issued on the financial statements?": Unqualified Qualified Adverse Disclaimer	1.2	H	Remove "Going Concern" and "Other." School Type - Non-Profit and Public	
INS - FS Info	R20241	The system will provide a question asking "Is a going concern explanatory paragraph included in the audit report?"	1.2	H	New question. Add Below "What type of auditor's report was issued on the financial statements?" Possible choices are Yes No. Required field. If Yes should be flagged for case review. School Type - Non-Profit and Public	
INS - FS Info	R20242	The system will provide a question asking "For internal control over financial reporting:a) were material weakness(es) identified?b) were reportable condition(s) identified that are not considered to be material weakness(es)?"	1.2	H	New question. Add below "Is a going concern explanatory paragraph included in the audit report?" Possible choices are Yes No for A and Yes None Reported for B. Required fields. If Yes should be flagged for case review. School Type - Non-Profit and Public	
INS - FS Info	R20243	Delete sub questions for question "Do you have any of the following disclosures in your financial statement?"	1.2	H	Current question #7. Remove Ed Compliance Issues Income Recognition and Late Refunds School Type - Non-Profit and Public	
INS - FS Info	R20244	The system will provide the following items as sub-questions to "Do you have any of the following disclosures in your financial statement?":Reviews/InvestigationsTimely Return to Title IV Programs	1.2	H	School Type - Non-Profit and Public. All subitems for this field should result if flag if answered Yes	Added per 1/12 design session.
INS - FS Info	R20245	The system will provide a link to the "Statement of Financial Position" from the FS Information Page.	1.2	H	Currently titled "Balance Sheet." Needs to be incorporated into the Error Messages Link to Page Page Header etc School Type - Non-Profit	

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Name	R20 Tag	Requirement text	Release Schedule	Priority	Comments	Source
INS - FS Info	R20246	The system will provide a question asking "Were any instance(s) of noncompliance material to the financial statements noted?"	1.2	H	New question. Add below "For internal control over financial reporting:..." Possible choices are Yes No. Required field. If Yes should be flagged for case review. School Type - Non-Profit and Public	
INS - Ins Home Page	R20247	The system will allow Institution Users to access a "Create Waiver Exemption Request Submission" link from the Institution Home page.	1.2	H	The link is currently labeled "Exemption Waiver." Update link name to be consistent with textinfo on the page. School Type - All	
INS - Statement of Activities	R20248	The system will display the following page title on the Statement of Activities Page: Statement of Activities Data.	1.2	H	Add "Data" to current title. School Type - Non-Profit	
INS - Statement of Activities	R20249	The system will provide a field to capture "Government Appropriations" on the Statement of Activities.	1.2	H	New field. Add under "Tuition." Add totals. School Type - Non-Profit	
INS - Statement of Activities	R20250	The system will provide a field to capture "Government Grants and Contracts" on the Statement of Activities.	1.2	H	New field. Add under "Government Appropriations." Add totals. School Type - Non-Profit	
INS - Statement of Activities	R20251	The system will provide a field to capture "Private Gifts Grants and Contracts" on the Statement of Activities.	1.2	H	Change current field "Contributions" to "Private Gifts Grants and Contracts." School Type - Non-Profit	
INS - Statement of Activities	R20252	The system will provide a field to capture "Hospital Revenue" on the Statement of Activities.	1.2	H	new field add below Investment Income. Add to revenue total. School Type - Non-Profit	
INS - Statement of Activities	R20253	Remove field Depreciation and Amortization Expense.	1.2	H	Remove from Calculation as well. School Type - Non-Profit	
INS - Statement of Activities	R20254	Remove field Interest Expense.	1.2	H	Remove from Calculation as well. School Type - Non-Profit	
INS - Statement of Activities	R20255	The system will provide a field to capture "Net Grant Aid to Students" on the Statement of Activities.	1.2	H	Change current field "Internal Scholarships" to "Net Grant Aid to Students." School Type - Non-Profit	

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Name	R20 Tag	Requirement text	Release Schedule	Priority	Comments	Source
INS - Statement of Activities	R20256	The system will provide a field to capture "Hospital Services" on the Statement of Activities.	1.2	H	New Field under "Net Grant Aid to Students." Add totals. School Type - Non-Profit	
INS - Statement of Activities	R20257	The system will provide a field to capture "Extraordinary Gain (Loss)" on the Statement of Activities.	1.2	H	Add between current totals fields "Total Unrestricted Expenses" and "Change in Unrestricted Net Assets" Current field 21 = 20 + 3 new fields (see manual for #s) School Type - Non-Profit	
INS - Statement of Activities	R20258	The system will provide a field to capture "Gain (Loss) on Discontinued Operations" on the Statement of Activities.	1.2	H	Add between current totals fields "Total Unrestricted Expenses" and "Change in Unrestricted Net Assets" Current field 21 = 20 + 3 new fields (see manual for #s) School Type - Non-Profit	
INS - Statement of Activities	R20259	The system will provide a field to capture "Gain (Loss) from Change in Accounting Principle" on the Statement of Activities.	1.2	H	Add between current totals fields "Total Unrestricted Expenses" and "Change in Unrestricted Net Assets" Current field 21 = 20 + 3 new fields (see manual for #s) School Type - Non-Profit	
INS - Statement of Activities	R20260	The system will provide a field to capture "Correction of Error."	1.2	H	Add after current field "unrestricted net assets at beginning of year" Current field 23 = 21 + 22 + new field School Type - Non-Profit. Revised 2/19/04 - Removed (Gain (Loss) from) per NACUBO feedback.	
INS - Statement of Activities	R20261	The system will provide a field to capture Unrestricted Net Assets at the Beginning of the Year as Restated (if applicable).	1.2	H	Totals field = Gain (Loss) from Correction of Error + Unrestricted Net Assets at Beginning of Year Field "Unrestricted Net Assets at End of Year" should = Unrestricted Net Assets at Beginning of Year as Restated + Change in Unrestricted Net Assts	
INS - Statement of Activities	R20262	The system will provide a "comment" field with all "Other" fields on all the Statement of Activities.	1.2	H	Field is not required. School Type - Non-Profit	
INS - Statement of Financial Position	R20263	The system will display the following page title on the Statement of Financial Position Page: Statement of Financial Position Data.	1.2	H	Add "Data" to current title. School Type - Non-Profit	

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Name	R20 Tag	Requirement text	Release Schedule	Priority	Comments	Source
INS - Statement of Financial Position	R20264	The system will provide a field to capture "Restricted Assets" on the Statement of Financial Position page.	1.2	H	New field add below "Cash and Cash Equivalents." School Type - Non-Profit	
INS - Statement of Financial Position	R20265	Eliminate line "Pledges Receivable"	1.2	H	Remove from Calculation as well. School Type - Non-Profit	
INS - Statement of Financial Position	R20266	Move current item "Contributions Receivable" above field "Student Loans Receivable" (new requirement)	1.2	H	Do not include in subtotal for Accounts Receivable School Type - Non-Profit	
INS - Statement of Financial Position	R20267	Change current item "Note Receivable" to "Notes Receivable"	1.2	H	Applies for fields "Note Receivable - Related Party - Secured Note Receivable - Related Party - Unsecured and Note Receivable - Other." School Type - Non-Profit	
INS - Statement of Financial Position	R20268	The system will provide a field to capture "Deferred AdvertisingMarketingRecruiting Costs" on the Statement of Financial Position.	1.2	H	Current field label is "Deferred Advertising." School Type - Non-Profit	
INS - Statement of Financial Position	R20269	The system will provide a field to capture "Long-term debt" on the Statement of Financial Position.	1.2	H	Combine existing fields for LTD Notes Bonds and Other to one field labeled "Long Term Debt" School Type - Non-Profit	
INS - Statement of Financial Position	R20270	The system will provide a field to capture "Student Loans Receivable" on the Statement of Financial Position.	1.2	H	New field. Add below "Contributions Receivable." School Type - Non-Profit	
INS - Statement of Financial Position	R20271	The system will provide a field to capture "Interest In Trusts Held by Others" on the Statement of Financial Position.	1.2	H	New field. Add above "Other Assets." School Type - Non-Profit	

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Name	R20 Tag	Requirement text	Release Schedule	Priority	Comments	Source
INS - Statement of Financial Position	R20272	The system will provide a field to capture "Current Portion of Long-term Debt" on the Statement of Financial Position.	1.2	H	New field. Add below "Lines of Credit." School Type - Non-Profit	
INS - Statement of Financial Position	R20273	The system will provide a field to capture "Government Advances for Student Loans" on the Statement of Financial Position.	1.2	H	Add below "Liability Under Split Interest Agreements." School Type - Non-Profit	
INS - Statement of Financial Position	R20274	The system will provide a field to capture "Minimum Pension Liability" on the Statement of Financial Position.	1.2	H	Add below "Post Employment & Post Retirement Benefits." School Type - Non-Profit	
INS - Statement of Financial Position	R20275	The system will provide a field to capture "Liability Under Split Interest Agreements" on the Statement of Financial Position.	1.2	H	School Type - Non-Profit	
INS - Statement of Financial Position	R20276	The system will provide a field to capture "Split Interest Agreements and Term Endowments" on the Statement of Financial Position.	1.2	H	Replaces current field label "Annuities Life Income??" School Type - Non-Profit	
INS - Statement of Financial Position	R20277	The system will provide a "comment" field with all "Other" fields on all the Statement of Financial Position.	1.2	H	Field is not required. School Type - All	
INS - Statement of Financial Position	R20278	Remove "at historical values" from field Property, Plant, and Equipment, including capitalized lease assets - BOTH Data Entry Item and Total Field	1.2	H	Added by Bob Swab on 01/08	
INS - Submit Page	R20279	Remove reference to "for review" in 1st paragraph.	1.2	H	School Type - Non-Profit and Public	
INS - Submit Page	R20280	Add "as appropriate" in 2nd paragraph after "OMB Circular A-133"	1.2	H	School Type - Non-Profit and Public	
INS - Upload	R20281	Upload instructions - change reference to "audited financial statements compliance audit" to "A-133 report"	1.2	H	School Type - Non-Profit and Public	

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Name	R20 Tag	Requirement text	Release Schedule	Priority	Comments	Source
INS - CA Info	R20614	The system will provide a sub-item for "Government Auditing Standards" to question "Does the attached A-133 audit report indicate that this audit was conducted in accordance with:" on the Compliance Audit Information Page.	1.2	H	Replaces current subitem text "Generally Accepted Accounting Standards (GAGAS)"	Added per 1/12 design session.
INS - CA Info	R20615	The system will provide the following field on the CA Information page: "Was the Student Financial Aid Cluster audited as a Major Program?"	1.2	H	New question. Add as Question 1B on the CA Info Page. Yes No Answer. If NO is answered, then Questions 6 and 7 are not required. User will be unable to select a value for 6. System will not flag the record for having no value. School Type - Non-Profit and Public	Moved to 1B per 1/12 design session.
INS - Checklist	R20616	The system will provide a field on the checklist page for "Independent Auditors Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statments Performed in Accordance with Government Auditing Standards."	1.2	H	Replaces current reference to "Generally Accepted Government Auditing Standards (GAGAS). School Type - Non-profit and public.	Added per 1/12 design session.
INS - FS Info	R20617	The system will display the following question on the FS Info page "Are your financial statements audited in accordance with Government Accounting Standards?"	1.2	H	Replaces current text "Are your financial statements audited in accordance with Generally Accepted Government Auditing Standards (GAGAS)?"	Added per 1/12 design session.
INS - FS Info	R20618	The system will provide a field to capture "Do you have any of the following disclosures in your financial statement (see manual/help link for definitions)?"	1.2	H	Adds text (see manual/help link for definitions) to current question.	Added per 1/12 design session.
INS - Statement of Financial Position	R20619	Change current label "Contributions Receivable" to "Contributions/Pledges Receivable"	1.2	H	Change current field label	Added per 1/12 design session.
INS - Statement of Financial Position	R20620	The system will add data entry items "Long-Term Debt" and "Current Portion of Long-Term Debt" to determine the value for "Long-Term Debt" used in the Composite Score Calculation.	1.2	H		Added in 1/12 design session.
INS - Upload	R20621	Change field label text "All" to "All (Complete A-133 Report and Corrective Action Plan, if applicable)"	1.2	H	Ins Upload. School Type - Non-Profit and Public	Added in 1/12 design session.
INS - Upload	R20622	Move current item "Other" to bottom of list.	1.2	H	Ins Upload. School Type - Non-Profit and Public	Added in 1/12 design session.

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Name	R20 Tag	Requirement text	Release Schedule	Priority	Comments	Source
INS	R20661	The system will provide an email validity check on the INS Checklist page for the contact information field.	1.2			2/10/2004 CCB
INS - Statement of Financial Position	R20671	The system will provide a field to capture "Capital Lease Obligation - Current Portion" on the Statement of Financial Position page.	1.2		between current portion of LTD and capital lease obligation	Added 2/19/04 per NACUBO feedback.